

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”

Maintenance and Services Occupational Trainee

Temporary-9 months

Salary \$1899- \$2092 Monthly

Final File Date: Until Filled

LOCATION:

William J. “Pete” Knight Veterans Home-Lancaster
45221 30th Street West
Lancaster, CA. 93536

Who Should Apply:

Maintenance and Services Occupational Trainee is a non-testing temporary appointment class. It is designed to provide persons an opportunity to develop skills which will facilitate their permanent entry into State service. Employment in positions in the class may be for a period not exceeding nine months

NOTE: THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE FURLOUGH PROGRAM.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities: *(Duties will be commensurate with the final candidate selection)*

Under the general direction of the Food Services Supervisor

- Under close supervision, in a training capacity, will receive on-the-job instruction and perform unskilled or semi skilled work in a Dietary and Food Service occupation. Learn the basic methods of disinfecting, use of chemicals and safety practices used in cleaning a kitchen, pot room, dish room, and dining room setting and work related areas. Learn safety use and care of food service equipment and food handling. Must follow directions. Assist in simple preparation of desserts and salads. Assist in serving and portioning out meals, desserts, and salads. Assist in food service by performing miscellaneous work in assigned areas. Unload, clean and sanitize food carts and return them to storage*
- Assist in transporting food and supplies using good body mechanics. Help check and record temperatures of food, refrigerators, freezers, and dishwashers. Assist in cleaning and sanitizing tables and chairs in the dining rooms. Wash, rinse, and sanitize dishes, pots, pans, and utensils. Assist in operating dish washing machine by loading racks properly. Assist in cleaning and sanitizing counters, equipment, and utility carts. Sweep and mop floors, empty garbage and cardboard into proper receptacles.*

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573-213-9992-001
RELEASED: 3/8/2010

- *Instruct employees to store perishable food items immediately and rotate supplies; outdated food items must not be served. Instruct and supervise employees to label, date and cover cooked foods prior to storage. Supervise enforcement of prescribed rules, regulations, policies, and procedures. Conduct employee discipline.*

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to:

William J. Pete Knight Veterans Home-Lancaster, Human Resources Division, 45221 30th Street West, Lancaster, CA. 93536 Attn: Tracy Gatling – M80 #011L 09/10. You must reference position #576-213-9992-00. All State applications must be postmarked no later than the final filing date.

Questions:

*If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Tracy Gatling, Human Resources Office, at (661) 974-8188.***

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. RELEASED: 3.10.10

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